

TEMS

Total Electronic Migration System

TEMS Registration Guide

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TEMS Registration Guide

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1. Information Required for DTIC Registration

In order to access the Total Electronic Migration System (TEMS) website, you must register with the Defense Technical Information Center (DTIC) for use of DTIC's products and services. Registration is required because DTIC information carries security classifications and guidelines regarding distribution. The registration process establishes your authorization and security profile so that DTIC can ensure that the distribution of this sensitive data is not compromised. Registration will enable you to access a variety of DTIC websites and services in addition to TEMS.

Below is the information required by DTIC that will enable you to register. Fields marked with an (*) asterisk are mandatory fields.

1.1. Unclassified Access:

- Your Name (first and last)*
- 4 digits (will be appended to your username and thus potentially visible to other people)*
- Your Title
- Your Position Title
- Your Email Address*
- Your Business Phone Number*
- Other Phone Numbers (DSN, Fax, Mobile, etc.)
- Your Primary Component or Organization*
- Your Subcomponent or Sub-organization
- Your Mailing Address*
- Type of Access Required: Unclassified/Unlimited (Public Release) or Unclassified/Limited*

1.1.1. DoD and Government Contractors will also need:

- Your Prime Contract Number and Expiration Date*
- Military Critical Technical Data Agreement Certification Number and Expiration Date (if requesting access to export controlled information)

To request access to export-controlled information, you must also complete DD Form 2345 (http://www.dtic.mil/dtic/registration/reg_forms.html) and forward it to the Defense Logistics Information Service (DLIS) (<http://www.dlis.dla.mil/>) for approval. When you receive approval from DLIS on the DD Form 2345, mail or fax a copy of it to DTIC-BC (Registration) at 8725 John J. Kingman Road, Ft. Belvoir, VA 22060-6218 or (703) 767-9459 / DSN 427-9459 (fax). Please note that export-controlled information certificate is granted to companies. To find out if your company is already certified, you can either search DLIS or contact DTIC Registration

- Your U.S. Government Approving Official's Name, Position Title, Phone Number, Organization and Email Address*

1.2. Classified Access:

To request access to DTIC classified systems, including Classified TEMS, you will need the following information in addition to information required for the unclassified access.

- SIPRNET Email Address*

- Classified Mailing Address (for Classified Paper Documents)
- Cage Code
- Special Access Required: Confidential, Secret, NATO Unclassified, NATO Confidential, NATO Secret, Restricted Data and CNWDI
- Your Security Officers Name, Phone Number, and Email Address*

1.2.1. All registrants will also need:

- Your U.S. Government Approving Official's Name, Position Title, Phone Number, Organization, and Email Address*
- Contract Classification*

2. Registration Steps

The main DTIC registration steps are listed below. For additional information, go to the DTIC registration information page (<http://www.dtic.mil/dtic/registration>).

2.1. Go to the DTIC Registration Webpage: (<https://register.dtic.mil/wobin/WebObjects/DTICreg>).

1. Once loaded, the following welcome screen displays, which requests an applicant to indicate they agree to the Defense Users Registration System's Privacy Act Statement and then allows the applicant to continue with the registration. Once you read, understand and agree with the Defense Users Registration System's Privacy Act Statement, select the "Yes" radio button next to "Did you read and agree with the terms and conditions?" question.
2. Click "Continue Registration."

DTIC Online
Information for the Defense Community

DTIC, DoDTechipedia and DDR&E Registration Request

DoD TECHipedia

Access to the DTIC Services is limited to U.S. Department of Defense (DoD) and Government employees, and their contractors only.

The Defense Users Registration System Privacy Act Statement is a system of records. The categories of individuals covered by the system consists of: Military, Civilians; Contractors; Contractor Employees; Students; and Employees of specifically qualifying educational institutions, Groups, and Programs. The categories of records maintained in the system consists of: Documents relating to registration requests by individuals seeking access to computers; databases; products; and/or services that are owned or controlled by DTIC. These records contain information such as: Each individual Applicant's Registrant's Name; Physical, and Electronic Addresses; Organization, and or Company Address (es); USERID, and the answer to the applicant/registrant's Password Re-Set Question. The record also contains the applicant/registrant's telephone numbers, etc.. To read the full content of the Defense Users Registration System's Privacy Act Statement, [click here](#).


1

* Did you read and agree with the terms and conditions? ☐ Yes ☐ No


2 → Continue Registration

If you have questions or need assistance, email Reghelp@dtic.mil or telephone DTIC's Registration Team at 1-800-225-3842, menu selection 2, option 1 or (703) 767-8273 or DSN 427-8273.

3. This will open a new page which will list three ways to register for a DTIC account: 1) I am a U.S. DoD/Military Employee, 2) I am a U.S. Federal Government Employee (Not In DoD), or 3) I am a U.S. DoD/Government Contractor. Proceed with the account type which is appropriate for you, as laid out in the following sections.



DTIC, DoDTechipedia and DDR&E Registration Request



Access to the DTIC Services is limited to U.S. Department of Defense (DoD) and Government employees, and their contractors only.

I am a U.S. DoD/Military Employee

Registering for total access to DTIC online services

- Access and edit to DoDTechipedia
- View and download documents in DTIC Online Access Controlled
- Receive documents by mail
- Register for classified and special access

I am a U.S. Federal Government Employee (Not in DoD)

Please enter your email address:

I am a U.S. DoD/Government Contractor

or Registered with a DoD Potential Contractor Program,
or participating in SBIR,
or affiliated with an institution designated:

- a Historically Black College/University (HBCU),
- a Hispanic Serving Institution (HSI),
- a Native American Tribal College or University (TCU),
- a Minority Institution (MI),
- a DEPSCoR Institution
- a Foreign Government or Foreign Embassy

☐ I don't have a CAC

☐ I have a CAC

2.2. Registering with a DoD CAC:

Note: CAC holders who wish to use their CAC to log in to TEMS must use the same email address for DTIC registration as is associated with their CAC.

1. On the Registration Request Screen, identify which type of CAC user you are and click Continue in that section.


I am a U.S. DoD/Military Employee

Registering for total access to DTIC online services

- Access and edit to DoDTechipedia
- View and download documents in DTIC Online Access Controlled
- Receive documents by mail
- Register for classified and special access

1 →

2. A CAC use information screen will load. Read the directions, insert CAC into a CAC reader, and click Continue.



The next step will be to read your DoD CAC. Note the following items required for this to work:

- CAC must be inserted into a reader.
- Your browser and computer must be configured to read CACs (refer to your local IT support for this).
- Your CAC needs to have a DoD Email Certificate on it (if prompted to select from multiple certificates, choose the one that has EMAIL in the name).
- If after clicking, you get back a **Forbidden** message, this likely means your browser and/or computer is not configured properly to read CACs. It could also mean that, if you are using the Internet Explorer browser, you need to add <https://cmd.dtic.mil> to your list of trusted sites.

2

→

Continue

Cancel

3. A CAC verification screen will load displaying your personal information. Verify this information is correct and click Continue.

DoD CAC Card Verification

Reading CAC info...
Number of certs found: 1...
Getting subject DN...

CN=████████████████████, OU=██████, OU=PKI, OU=DoD, O=U.S. Government, C=US

Parsing CAC information...

First Name	██████
Last Name	██████
Middle Initial/name (if any)	██████
Generational qualifier (if any)	-
Email Address	████████@navy.mil
CAC EDIPI	██████████
User Type	USN

3

→

Continue

4. A personal information entry form will load. Complete the fields and click Submit Verification Request



Defense Manpower Data Center Verification

Please enter the following:	
Last Name	<input type="text" value="Smith"/>
Date of Birth	<input type="text" value="YYYYMMDD"/>
Social Security Number	<input type="text" value="999999999"/>
Your Social Security number will be used to verify your status as a DoD employee; it will not be stored in the registration database.	
<div>4 → <input type="button" value="Submit Verification Request"/></div>	
<div><input type="button" value="Cancel"/></div>	

5. DTIC will verify your CAC and entered information and display a confirmation screen. Click “Continue”



6. DTIC’s online registration form will display with some information pre-filled. Enter the remaining information and click Submit Application.

DTIC, DoDTechipedia and DDR&E Registration Request Form
for U.S. Military Personnel

Asterisk denotes required fields.

[Help](#)

General Information (All applicants must complete this Section.)

Your userid will be formed by combining your last name with the first character of your first name + 4 digits that you choose.

*First Name: Middle Initial:
*Last Name: *4 Digits:
(choose any 4 numbers)
Grade / Military Title: Position Title:
*Email Address:
US Citizen: ☐ Yes Occupation: ☐ Scientist
☐ No ☐ Engineer
☒ Other

Password - Note: The password question and answer will overwrite any existing information that you may have for this account on the DTIC systems, but the password will remain the same as your existing one.

* Please enter the password you would like to use. The password must:

- be 15 characters or longer
- contain at least two numeric characters
- contain at least two capital letters
- contain at least two lower case letters
- contain at least two special character (e.g. "!")
- NOT contain an apostrophe or < or > character
- not contain last name

Desired Password: Re-type Password:

*Please select one of the questions below and provide an answer. You will be asked the same question if you forget your password and you must provide the same answer.

Password Reset Question: Password Reset Answer:
Please select a question

Telephone

*Commercial: DSN: Mobile:

Fax

Commercial: DSN:

Organization

*Organization/Company Name: Suborganization:
(Do not abbreviate or use acronyms)

Mail / Shipping Address (Do not use home address)

Office Symbol:
*Street Address 1:
Street Address 2:
Street Address 3:
*City: *State:
*Country: United States *Zip Code:

*** Type of Access Required**

☒ Public Release Only ☒ Unclassified/Limited
(Unclassified/Limited)

Classified Access

☐ Classified STINET/Classified Paper Documents

7. A verification screen will display indicating DTIC has received your submission and that you will be notified via email when it is approved.

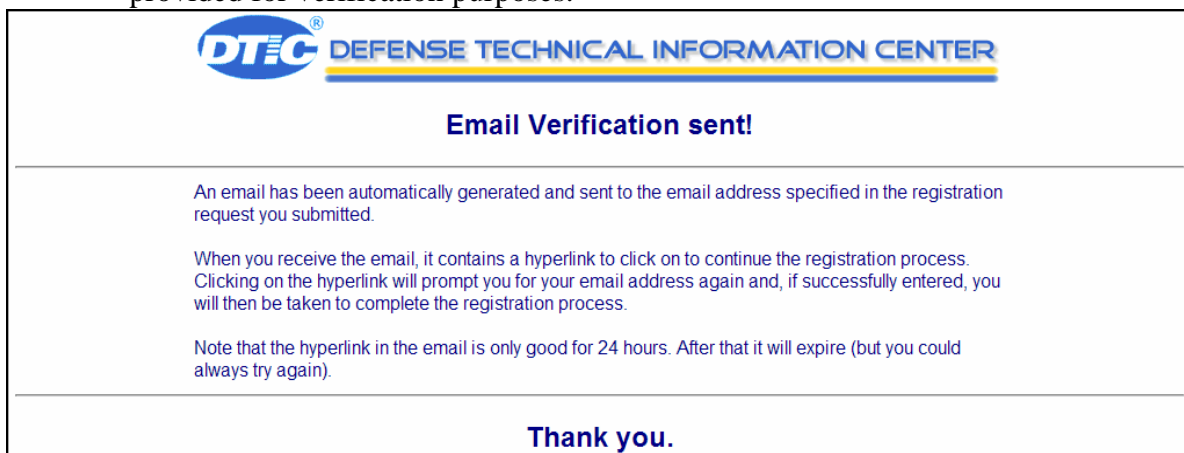


2.3. Registering without a DoD CAC:

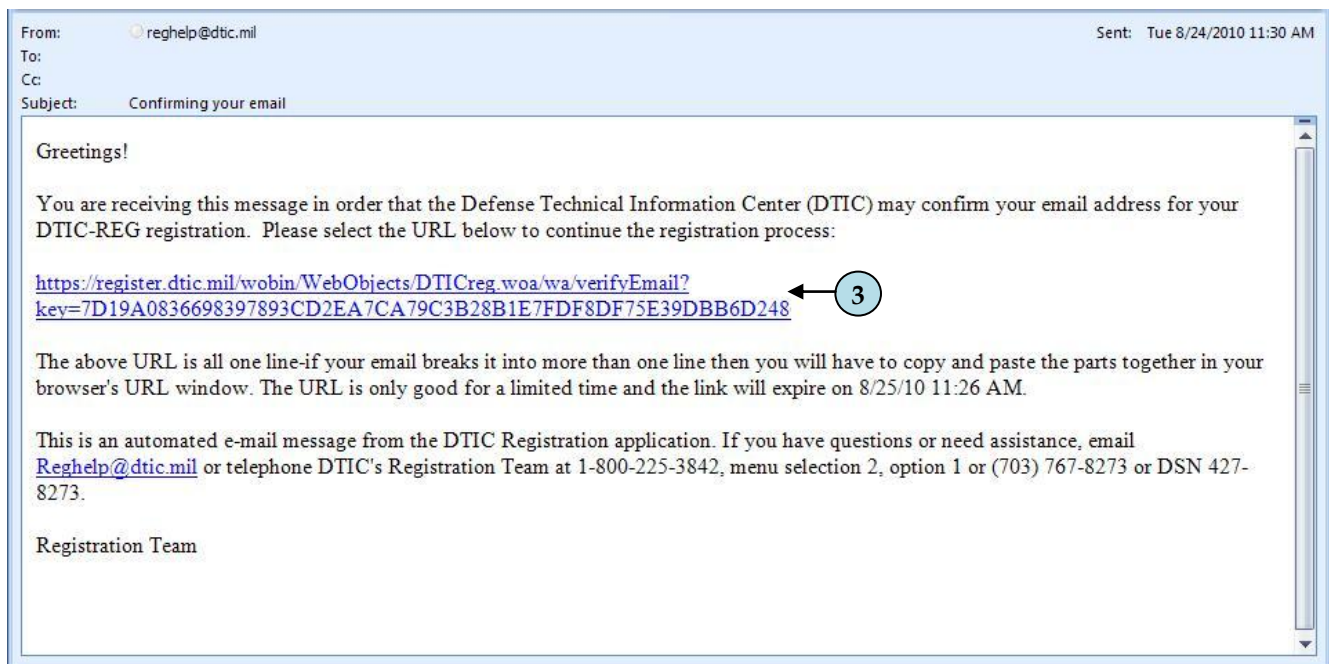
1. On the Registration Request Screen, identify which type of non-CAC user you are, enter your government or company email address in the appropriate section, and click Submit

A screenshot of a web form. At the top is a dropdown menu with the selected option 'I am a U.S. Federal Government Employee (Not in DoD)'. Below this is the text 'Please enter your email address:' followed by an empty text input field. To the left of the input field is a blue circle with the number '1' and an arrow pointing to a 'Submit' button.

2. The below message appears indicating that an email will be sent to the address you provided for verification purposes.



3. You will receive an email from **reghelp@dtic.mil** that contains a link that allows you to continue the registration process. Click on the link.



4. The link in your email will take you back to the DTIC registration website. Re-type your email address to continue the registration process and click "Submit".

DTIC Online
Information for the Defense Community

DTIC, DoDTechlopedia and DDR&E Registration

Please re-enter your email address for verification--it must match the one you used to start the registration process:

4 →

5. DTIC's online registration form will display. Enter your information into the form and click "Submit" to send your registration application (see example on next page).

DTIC, DoDTechpedia and DDR&E Registration Request Form
for Contractor, Potential Contractor, SBIR, HBCU/MI & DEPCOR Institutions

Asterisk denotes required fields.

[Help](#)

General Information (All applicants must complete this Section.)

Your userid will be formed by combining your last name with the first character of your first name + 4 digits that you choose.

*First Name: <input type="text"/>	Middle Initial: <input type="text"/>
**Last Name: <input type="text"/>	*4 Digits: <input type="text"/> (choose any 4 numbers)
Title: <input type="text"/>	Position Title: <input type="text"/>
*Email Address: <input type="text"/>	
US Citizen: <input type="radio"/> Yes <input type="radio"/> No	Occupation: <input type="radio"/> Scientist <input type="radio"/> Engineer <input checked="" type="radio"/> Other

Password - Note: The password question and answer will overwrite any existing information that you may have for this account on the DTIC systems, but the password will remain the same as your existing one.

* Please enter the password you would like to use. The password must:

- be 15 characters or longer
- contain at least two numeric characters
- contain at least two capital letters
- contain at least two lower case letters
- contain at least two special character (e.g. "!")
- NOT contain an apostrophe or < or > character
- not contain last name

Desired Password: Re-type Password:

*Please select one of the questions below and provide an answer. You will be asked the same question if you forget your password and you must provide the same answer.

Reset	Reset
Question: <input type="text"/>	Answer: <input type="text"/>

Telephone

*Commercial: DSN: Mobile:

Fax

Commercial: DSN:

Organization

*Organization/Company Name: Suborganization:
(Do not abbreviate or use acronyms)

Mail / Shipping Address (Do not use home address)

Office Symbol:
 *Street Address 1:
 Street Address 2:
 Street Address 3:
 *City: *State:
 *Country: *Zip Code:

Contract

* These fields are required for programs without a user code. More instructions can be found [here](#).

*Prime Contract Number:
 *Contract Expiration Date (YYYYMMDD):
 *Contract Classification:
 Military Critical Technical Data Agreement
 Certification Number:
 MCTDA Exp Date (YYYYMMDD):
 DUNS Number:
 *Cage Code:

*** Type of Access Required**

☒ **Public Release Only**

☒ **Unclassified/Limited**
(Unclassified/Limited)

U.S. Government Approving Official: Contractors requesting unclassified information are required to complete this section so that approval may be requested from your Government Approving Official (i.e. Program Manager, U.S. Government Contracting Officer, U.S. Government Contracting Officer's Technical Representative or U.S. Government Contracting Officer's Representative).

*First Name: <input type="text"/>	*Last Name: <input type="text"/>
*Position Title: <input type="text"/>	*Phone: <input type="text"/>
*Organization: <input type="text"/>	
*Email Address: <input type="text"/>	

Classified Access

☐ Classified STINET/Classified Paper Documents

[Submit Application](#)

5

[Cancel](#)

6. Note: If you select to apply for “Classified STINET/Classified Paper Documents” in the Request Form, your screen will refresh to include the following section. Complete this section as well, then click “*Submit*” as indicated in the above screen shot.

Classified Access

☒ Classified STINET/Classified Paper Documents

↑ Enter Classified Mailing Address Above ↑

*SIPR Email Address:

SIPR email required for access to classified STINET

Special Access Required:

<input type="checkbox"/> Confidential	<input type="checkbox"/> Secret	<input type="checkbox"/> NATO Unclassified
<input type="checkbox"/> NATO Confidential	<input type="checkbox"/> NATO Secret	<input type="checkbox"/> Restricted Data
<input type="checkbox"/> CNWDI		

Security Officer. Complete this section so that approval may be requested from your Security Officer.

*First Name:

*Last Name:

*Phone:

*Email Address:

7. After clicking “*Submit*”, you will get a confirmation screen and email.

2.4. Email Confirmation/Notifications for both CAC and non-CAC registrations:

1. You will receive an email when your registration has been received and DTIC has begun processing it.
2. If applicable, you will also receive notification when your sponsor has approved your registration.
3. *Classified only*: You will be notified when your security officer has approved your registration.
4. Lastly, you will receive an email notification when your user account has been created.

3. Logging into TEMS

After your DTIC registration is complete, you will be able to access unclassified TEMS at <https://tems-iac.dtic.mil> and classified TEMS at <https://ctems.dtic.smil.mil> with your DTIC username and password. Your username will be your last name, your first name initial and the four digits you chose during registration. (Example: DoeJ1234)

4. Troubleshooting

4.1. I am Having Trouble with DTIC Registration

If you are having problems registering for DTIC access, please contact reghelp@dtic.mil or call the Registration Team at: 1-800-225-3842, menu selection 2, option 1 (703) 767-8273 DSN 427-8273

4.2. Forgotten Password?

If you forget your password, you can reset it by completing the following steps:

1. Go to <https://register.dtic.mil/wobin/WebObjects/Cpwd>.
2. Enter your username and email address and click Continue.

Reset Your Password

*Step 1 of 4

***If you already know your password, and it has not expired, [click here instead](#)**

If you have a DoD CAC card, then you can [click here](#) to change your password.

Forgot your password or it has expired? Use this form to change.

User Id

Email Address

This should be the same email you specified when you registered for this user id.

← 2

3. Now you must answer the question you chose when you signed up (example – What is your favorite pastime?) and click “Continue”.

Reset Your Password

Step 2 of 4

Please answer the question below, then click on the Continue button to send an email to yourself ().

The email will include a URL to click on to complete the password change. Note that this URL will only be good for 24 hours.

If you wait too long, the URL will be invalid and you must start over again...

Account Name

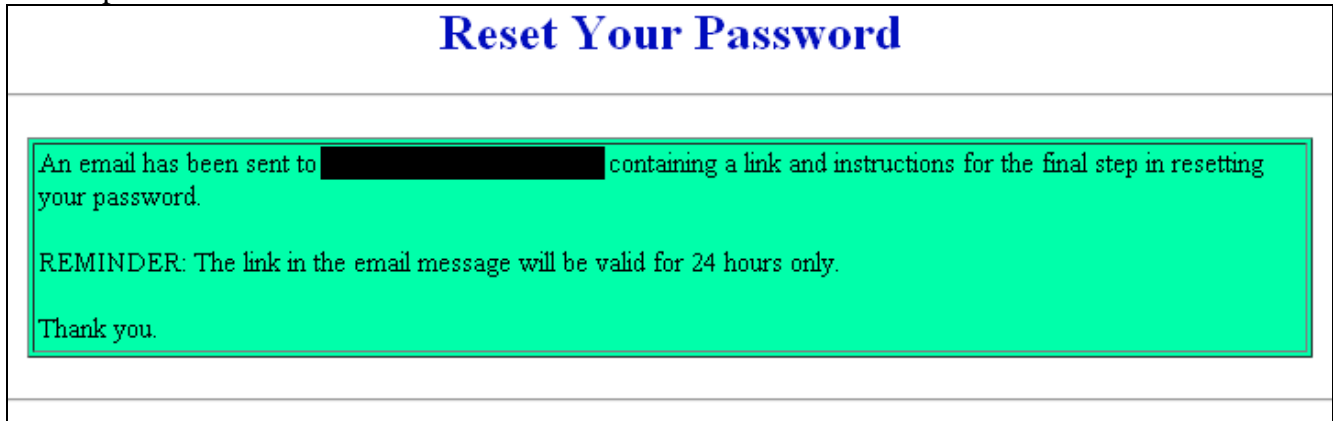
E-mail Address

Your Question What is your favorite past-time?

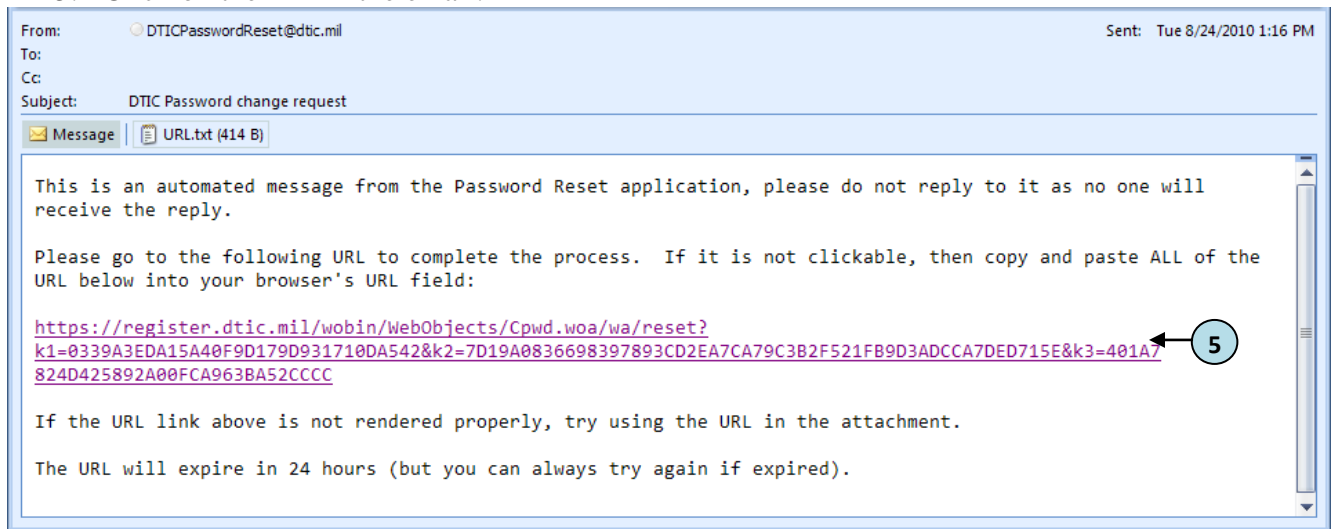
Your Answer

3 →

- After you click "Continue", you will be sent an email with instructions on how to reset your password.



- Click on the link in the email:



6. Answer your challenge question again, enter your new password, then click “*Finish*”.

Reset Your Password

Step 4 of 4

Reset Your Password

User ID

E-mail

Password Question

What is your favorite past-time?

Answer

Your new password must:

- be 15 characters or longer
- contain at least two numerals
- contain at least two lower case alphabetical characters
- contain at least two upper case alphabetical characters
- contain at least two special characters (e.g., a character that is not a number or alphabetical character, like one of these:
!@#\$\$%^&*|{}[]_+,:;/\)
- NOT contain an apostrophe or > or < character
- contain at least one additional character (your choice), either upper or lower case alphabet, numerical, or a special character

New Password

Confirm New Password

Finish

6

7. You will receive a confirmation screen that your password has been reset, as well as a confirmation email.

Reset Your Password

Your password has been reset!

[User Agreement](#)

You should be able to go to your desired Web site now and try your new password.

Now would be a good time to [update your profile](#) if needed.

Here is what your current profile looks like for userid:



Email	
First Name	
Last Name	
Rank/Title	
Organization	
Phone Number	
Street Address	
Street Address 2	
Street Address 3	
City	
State / Province	
Zipcode / Postalcode	
Country	

Here are the websites we know your userid has access to

(This list of sites may be incomplete; we are working to improve our ability to provide a complete list.):

<https://dtic-stinet.dtic.mil>

&

<https://rdte.osd.mil>